

# Job Title: TECHNICAL MANAGER IV - WORKERS' COMPENSATION MANAGER - IPR#46467

**Agency :** Department of Transportation

**Closing Date/Time:** 04/03/2023

**Salary:** \$5,120 - \$9,155 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** NR916 - Protech Teamsters

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](https://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

**\*This position is covered by the Revolving Door Prohibition Policy.**

## **Agency Mission Statement:**

The Illinois Department of Transportation is seeking to hire a Workers' Compensation Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Job Responsibilities**

This position is accountable for the supervision and performance of the activities encompassing compliance with the Workers' Compensation Act and those activities related to investigating employee accidents. Where injuries, treatment of injured employees, and the administration of the Workers' Compensation Act are concerned, the incumbent is responsible for ensuring that injured employees are treated consistently and equitably while losses to the district and department are minimized by keeping related costs, lawsuits and claims to a minimum.

Subordinate Personnel:	3 Direct
# of Workers' Compensation Claims:	approx. 150 - 250 Annually
Annual Workers' Compensation Payroll:	approx. \$2.5M - \$4.2M
Monthly Workers' Compensation Payroll:	approx. \$200K - \$350K

This position reports to the Personnel Services Manager. Reporting to this position are the Workers' Compensation Examiners and the Workers' Compensation Office Coordinator.

The Illinois Workers' Compensation Act provides for the payment of benefits to employees who incur job-related injuries or who become permanently disabled as a result of these injuries. This position operates in an environment where job performance is routinely linked to the handling and operation of heavy equipment and vehicles, and where intense traffic volumes are commonplace. Because of these factors and more, the likelihood of employee injuries and/or occupational diseases becomes significant.

Typical problems facing this position include ensuring the completeness and accuracy of accident information, gathering documentation to determine the employee's medical condition, reviewing all medical bills to ensure the services were in accordance with policies and procedures, consistently and equitably applying the provisions of the Workers' Compensation Act, monitoring the department's limited duty policy, and returning employees to work. The greatest challenge to this position is managing the activities of a diverse Workers' Compensation program in a manner that will provide optimum results for the department with minimum resources.

### **(Job Responsibilities continued)**

This position is responsible for supervising the district's Workers' Compensation activities which include managing Workers' Compensation activities and the Department Safety Code; being knowledgeable of the Workers' Compensation laws and laws pertaining to general liability; and possessing a working knowledge of medical terminology. The incumbent must also possess working knowledge of laws pertaining to the Freedom of Information Act (FOIA) and subpoenas as they relate to departmental orders dealing with the Office of the Chief Counsel and the Office of the Attorney General. The incumbent is responsible for managing the Workers' Compensation activities which involve the preparation of Illinois Industrial Commission forms, the evaluation of medical reports, scheduling of employee Independent Medical Evaluations, interviewing injured employees and monitoring the department's "limited duty policy". He/She also initiates the Workers' Compensation payroll and reviews all medical invoices and billings to assure that services were in accordance with policies and procedures; and investigates litigation cases and prepares comprehensive reports for the defense of these cases against the department.

The incumbent is responsible for explaining Workers' Compensation benefits to the employees and coordinates for the most suitable medical treatment program for the injured employee. He/She initiates/recommends the investigation of claims; establishes Workers' Compensation claim files for injured employees; manages compensation benefits; coordinates activities with the Special Assistant Attorneys General when there is a filing with the Illinois Industrial Commission; and provides insight for the negotiation of lump sum settlement agreements with permanently disabled employees for injuries arising out of and in the course of employment.

The incumbent accomplishes his/her duties through the following staff:

- Workers' Compensation Examiner: is responsible for processing all Workers' Compensation claims by ensuring that affected employees receive all necessary forms to file for claims under The Act (Workers' Compensation Act) and assisting the same with complying with all requirements. Ensures compliance with departmental guidelines and reports to the Workers' Compensation Manager cases that may require specialized attention (i.e., Independent Medical Examination and/or investigation). The incumbent follows up by updating files with physician statements as needed and/or updates to other forms as deemed necessary.
- Office Coordinator (1): is responsible for preparing difficult and complex documents involving depositions, statements, general letters, billings, and multiple forms dealing with court of claims cases, Workers' Compensation, property damage and Workers' Compensation payroll. This position assists in scheduling presentations and preparing documents for the presentations.

### **(Job Responsibilities continued)**

The incumbent is responsible for the decision making and operations of his/her unit. The incumbent has a great deal of latitude and freedom in accomplishing his/her responsibilities within the authority granted. Issues are referred to the Personnel Services Manager prior to resolutions. The incumbent is restrained by automobile and

general liability laws, Workers' Compensation law, the Court of Claims Act, collective bargaining agreements, and departmental and State of Illinois guidelines and policies.

In performing the functions of this position, the incumbent deals with all district bureaus as needed, the central office Bureau of Claims, the Office of the Attorney General (OAG), Central Management Services (CMS), private citizens, and legal and medical professionals as deemed necessary. The incumbent works with the District Safety Manager to monitor the correlation between Worker's Compensation claims and Safety Policy compliance.

District-wide travel and overtime may be necessary to fulfill the duties of this position.

The incumbent is evaluated according to his/her success in achieving his/her management of the District's Workers' Compensation Program, his/her experience in handling Workers' Compensation claims and/or providing expert deposition before the Illinois Industrial Commission, as well as the quality of resolving personal injury claims, the efficient handling of personnel subpoenas, and the development of subordinate personnel.

## **Principal Accountabilities**

1. Oversees the district's Workers' Compensation activities, including managing Workers' Compensation activities and the Department Safety Code, in a manner that provides employees maximum benefits while protecting the department's legal positions.
2. Acts as a liaison and the district's primary point of contact for the department's Workers' Compensation Insurer.
3. Conducts district record keeping of Workers' Compensation claims and statistical analysis of claims vs. compliance with safety rules and regulations.
4. Explains Workers' Compensation benefits to the employees and coordinates for the most suitable medical treatment programs for the injured employees. Conducts all Workers' Compensation Seminars and training as the district Workers' Compensation expert.
5. Recommends and assists with all Workers' Compensation investigations.
6. Represents the district in legal matters as the district's Worker's Compensation expert.
7. Provides professional development and motivation of subordinate staff to enable them to perform tasks in an effective manner.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

- Education/Experience
  - Completion of a bachelor's degree majoring in business, public administration, health administration, or human resources PLUS two years of workers' compensation processing and/or insurance claims adjusting experience in a public/private agency or company OR
  - Eight years of workers' compensation processing and/or insurance claims adjusting experience in a public/private agency or company
- A valid driver's license
- Occasional district-wide and state-wide travel, occasional overnight stays, and occasional overtime

### **Position Desirables**

- Supervisory experience
- Ability to develop and maintain harmonious relationships with employees from various districts and offices, the OAG, CMS, the Workers' Comp insurer, physicians, and medical/billing facilities
- Ability to plan, organize and execute the Workers' Compensation Act
- Working knowledge of research and statistical methods/techniques
- Knowledge of the medical field and/or medical terminology
- Knowledge of general law, basic legal principals, and/or legal policies and procedures
- Ability to manage sensitive materials and maintain strict confidentiality
- Strong oral and written communication skills
- Good organizational and leadership skills

**Work Hours:** 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

**Work Location:** 201 Center Ct Schaumburg, IL 60196-3169

**Office:** Office of Highways Project Implementation/Region 1/District 1/Administrative Services

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Fiscal/Finance/Business; Legal and Compliance

## **APPLICATION INSTRUCTIONS**

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)